

Personnel--General

# **Remission or Cancellation of Indebtedness for Enlisted Members**

Headquarters  
Department of the Army  
Washington, DC  
1 April 1998

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-4

Remission or Cancellation of Indebtedness for Enlisted Members

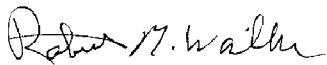
This regulation--

- o Updates all reference to Military Personnel Center MILPERCEN) to U.S. Total Army Personnel Command (PERSCOM) with correct office symbols and mailing address.
- o Increases the minimum amount of debt which may be considered for hardship only to \$150.00.
- o Eliminates the requirement for commanders having general court-martial jurisdiction or State Adjutants General to review cases when DAO/FAO or USPFO rules that the interests of the US Government can not be adequately protected if soldier's debt is suspended (para 3-3 and 3-6).
- o Replaces procedures for preparing and sending message applications with facsimile procedures (para 3-3 and 3-6).
- o Prescribes procedures for consolidated remission requests for ten or more soldiers based on similar circumstances based solely on injustice (para 3-4).
- o Adds Management Controls Checklists.

Effective 1 May 1998

Personnel--General

## Remission or Cancellation of Indebtedness for Enlisted Members



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*Acting Secretary of the Army*

**History.** This printing publishes a revision of this publication. Because this publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation outlines the policies and guidance for remission or cancellation of indebtedness to the U.S. Army for enlisted members. It allows all Active Army enlisted soldiers and those in the Active Guard/Reserves Program (AGR) to submit an application for remission or cancellation of indebtedness to the U.S. Army. Guidance is included on the submission and processing of applications for remission or cancellation of indebtedness to the United States Army. This revision includes provisions for commanders to request remission or cancellation of indebtedness on behalf of 10 or more soldiers

for similar circumstances based solely on injustice. It also eliminates the requirement for a General Court Martial Convening Authority to act on cases when the soldier's immediate commander has not resolved suspension of debt pending PERSCOM decision or when DAO/FAO or USPFO determines that the interests of the US government could not be adequately protected if the debt was suspended.

**Applicability.** This regulation applies to all enlisted Army members while serving on active duty. Also, it applies to the ARNG enlisted members on inactive duty training or active duty for training who are liable, as a result of a report of survey, for property issued by the United States to the ARNG that is lost, damaged, or destroyed as of 30 September 1980. It does not apply to members of Reserve Components with the exception of the ARNG as noted in the summary. The debt must be under the control of the Department of the Army and have occurred while the member served on active duty, except the ARNG as noted above. This regulation also applies during mobilization.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate the approval authority, in writing, to a division chief within the

proponent agency in the grade of Colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 and contains checklists for conducting management control reviews.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from HQDA, Deputy Chief of Staff for Personnel (DAPE-PRR), through U.S. Total Army Personnel Command (TAPC-EPC-S), ALEX VA 22331-0455.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Total Army Personnel Command (TAPC-EPC-S), ALEX VA 22331-0455.

**Distribution.** Distribution of this publication is made in accordance with initial distribution number (IDN) 093605, intended for command levels A, B, C, D, and E for the Active Army; A, B, C, D and E for the Army National Guard of the United States; and D for the U.S. Army Reserve.

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\*This regulation supersedes AR 600-4 dated 1 December 1983.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation gives instructions for submitting and processing applications for remission or cancellation of indebtedness to the United States Army. Applications must be based on injustice, hardship, or both. This includes debts caused by errors in pay to or on behalf of a soldier (Department of Defense Financial Management Regulation (DODFMR), volume 7A, chap 5004. Waiver of erroneous payments of pay and allowances and travel or transportation may be considered under AR 37-104-4, Chapter 32.

### **1-2. References**

Required and related publications are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

a. The Secretary of the Army may remit or cancel a soldier's unpaid debts to the United States Army, or its instrumentalities, (including Non-Appropriated Fund Instrumentalities) before or at the time of his or her honorable discharge if such action is in the best interests of the United States. This responsibility is by authority of section 4837, title 10, United States Code (10 USC 4837).

b. The Secretary of the Army may remit or cancel for good cause an ARNG member's liability when property issued by the United States to the ARNG is lost, damaged, or destroyed. This action is by authority of 32 USC 710(c), and applies to liability determined as a result of losses which occurred after 30 September 1980. The loss must be subject to a determination of liability under AR 735-5, Paragraph 13-41g(4).

c. The Secretary of the Army has designated the Commanding General (CG), US Total Army Personnel Command (PERSCOM) to act for him or her in processing applications (a and b above). This will be done per this regulation.

d. The Assistant Secretary of the Army (Manpower and Reserve Affairs) will consider applications that are not within the authority of CG, PERSCOM. They must show unusual circumstances within the scope of the authority of the Secretary of the Army (10 USC 4837 and 32 USC 710(c)).

e. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of Colonel or the civilian equivalent.

f. The CG, PERSCOM, will—

(1) Prepare policy and procedures for processing applications for remission or cancellation of debts to the US Army.

(2) Process applications for remission or cancellation of unpaid debts to the U.S. Army. When appropriate, send the application with a recommendation to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for final decision (see d above).

(3) Maintain reports on the processed applications.

(4) Carry out the objectives of this regulation in all cases to protect the rights of the soldier and the interests of the Army.

(5) Advise and assist the directors of Headquarters, Department of the Army (HQDA) agencies, commanders of major Army commands, and the State adjutants general on matters pertaining to remission or cancellation of debts to the U.S. Army.

### **1-5. Objectives**

The objectives of remission or cancellation are to—

a. Remit or cancel debts to the U.S. Army that are considered to be unjust.

b. End hardship or undue suffering.

### **1-6. Indebtedness to the U.S. Army that may be remitted or canceled under 10 USC 4837**

A enlisted soldier's debts to the United States Army may be remitted or canceled on the basis of this regulation in cases arising from—

a. Payments made in error to a soldier.

b. Payments made in excess of an allowance on behalf of a soldier.

c. Debts incurred while serving as an officer of the U.S. Army.

d. Debts acknowledged as valid.

e. Debts for which an appeal has been denied (DODFMR, volume 7A, Para 5004 and 5005; AR 37-104-4 Chapter 32; or 10 USC 2774).

f. Debts for which waiver has been denied (DODFMR, volume 7A, para 5007; AR 37-104-4 Chapter 32; or 10 USC 2774).

g. Debts established in a report of survey (AR 735-5, Chapter 13). (See para 1-7 and 1-11e).

### **1-7. Indebtedness to the U.S. Army that may be remitted or canceled under 32 USC 710(c)**

On the basis of the standards of this regulation, a debt incurred to the U.S. Army by an ARNG soldier may be remitted or canceled under certain conditions. The debt must be established in a report of survey (AR 735-5, chapter 13) for a loss, or destruction of, or damage to, Government property issued to the ARNG. The remission or cancellation may only be requested for losses, destruction, or damage occurring after 30 September 1980. (see para 1-11e.)

### **1-8. Indebtedness to the U.S. Army that may not be remitted or canceled under 10 USC 4837**

Indebtedness to the U.S. Army will not be remitted or canceled under the following conditions:

a. When a soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by a court-martial sentence or under article 15 of the Uniform Code of Military Justice (UCMJ).

b. After discharge unless the soldier has reenlisted.

c. If a soldier will receive less than an honorable discharge at time of separation.

d. When a member of the Reserve Component is not on full-time active duty (Manuscript B-187078, Decision of the Comptroller General, 28 March 1977).

e. When a soldier is retired, whether the debt occurred before or after retirement.

f. When a soldier is held liable for damage or loss of property to another branch of service.

g. When debts are due to loss of public funds obtained or converted to own use through fraud, larceny, embezzlement, or other unlawful means.

h. When debts are due to fines imposed by court-martial sentence.

### **1-9. Indebtedness to the U.S. Army that may not be remitted or canceled under 32 USC 710(c)**

Debts to the U.S. Army will not be remitted or canceled—

a. After discharge from ARNG unless the soldier has reenlisted or extended the term of service.

b. When a soldier is retired, whether the debt occurred before or after retirement.

c. If a soldier will receive less than an honorable discharge at time of separation from ARNG.

### **1-10. Reducing problems of indebtedness to the U.S. Army**

a. The commander is responsible for helping the soldier to resolve personal debts. This includes errors in pay. The monthly review of the unit commanders financial report will highlight possible erroneous payments. The Battalion Personnel Administration Center (PAC), servicing Personnel Service Battalion (PSB) and the Defense Accounting Officer/Finance and Accounting Officer (DAO/FAO) will help commanders to resolve indebtedness caused by administrative transactions. It is incumbent upon commanders, battalion PACs, PSB, DAO/FAO involved in identifying indebtedness

and processing requests for remission to expedite the process to minimize possible out-of-service debt.

b. Soldiers must make sure that their financial accounts are correct. They must review their monthly leave and earnings statement (LES) and report errors or discrepancies to the commander and the DAO/FAO. The most common areas for errors in the LES are as follows:

- (1) Leave balance.
- (2) Receipt of basic allowance for quarters (BAQ), variable housing allowance (VHA), or the cost of living allowance (COLA) at the "with dependents" rate when it should be at the "without dependents" rate.
- (3) Family separation allowance when the soldier is divorced and does not have legal custody of the child or children.
- (4) Overseas housing allowance (OHA) based on incorrect station code or rent amount.

#### **1-11. Conditions governing debt remission or cancellation**

a. *General.* A soldier indebted to the US Government may request that the debt be remitted or canceled on the basis of hardship, injustice, or both. The debt must be within the scope of paragraphs 1-4, 1-6, and 1-7.

b. *Limiting criteria.* The CG, PERSCOM, will not consider the request if the following applies:

(1) It was repaid or collected before the immediate commander signed the DA Form 3508-R (Application for Remission or Cancellation of Indebtedness). If a debt is paid in part, however, the remaining portion will be considered.

(2) There is evidence of fraud, larceny, or embezzlement on the part of the applicant.

(3) The amount is \$150 or less and based on hardship only.

c. *Waiver.* Debts caused by erroneous payments other than travel or transportation allowances may be considered for waiver under AR 37-104-4. Amounts paid the Government will be refunded if waiver is approved. If a soldier is ineligible for remission or cancellation of a debt or for a portion of a debt, consideration may be given to a request for waiver. This may occur when—

(1) A soldier separates from active duty prior to a decision on his or her remission or cancellation of indebtedness case.

(2) A debt, or a portion of a debt, was collected prior to the commander's signature on the DA Form 3508-R.

d. *Army Board for Correction of Military Records.*

(1) Applications that may be considered for remission or cancellation, or waiver (AR 37-104-4, Chapter 32), should not be sent to the Army Board for Correction of Military Records (ABCMR). However, a soldier may apply to the ABCMR under AR 15-185 if circumstances prevented consideration of all or portion of the debt for remission or cancellation of indebtedness. (For example, a soldier is indebted for travel or transportation allowances and the debt was collected before the application was signed by the commander or the soldier separated from active duty before a final decision was made.) If the ABCMR approves the application, any payments due will be processed under AR 37-104-4, Chapter 32.

(2) Any application for remission or cancellation of indebtedness to the U.S. Army inadvertently sent to the ABCMR will be forwarded to PERSCOM for consideration.

e. *Report of survey.* Applications for remission or cancellation of debts to the U.S. Army as a result of a report of survey are considered if based on hardship only. See 1-11b above for limiting criteria. A copy of the report of survey should be submitted with the application. Requests based on injustice are not proper for consideration of remission or cancellation. If the soldier believes the report of survey is erroneous or unjust, an appeal may be made under AR 735-5. Final action on the application may be taken before a decision on the appeal when such action is in the best interests of the United States.

f. *Determining collection or proration.* Determination concerning collection or proration of debt to the U.S. Army pending final action on an application is made per paragraph 3-5.

g. *Final action.* Notification and disposition of the final action is made per paragraphs 3-6. Approval, partial approval, or disapproval of an application for remission or cancellation of indebtedness to the U.S. Army has no bearing on a soldier's entitlements.

#### **1-12. Determining injustice or hardship**

The Assistant Secretary of the Army (Manpower and Reserve Affairs), or CG, PERSCOM, following the standards in this regulation, determines injustice, or hardship on the basis of the information received. The following factors will be considered:

a. The Army's policy in the area of indebtedness to the U.S. Army (for example, excess leave or BAQ while living in Government quarters).

b. The soldier's awareness of policy and procedures. Past or present military occupational specialty (MOS), rank, years of service, and prior experience are taken into consideration.

c. The soldier's monthly income and expenses.

d. The soldier's contribution to the indebtedness to the U.S. Army by not having the situation corrected.

e. Additional income or assets (for example, spouse's salary, savings account, and bonds).

#### **1-13. Additional factors for consideration in determining injustice**

The application must contain evidence that—

a. The applicant did not know, and could not have known, of the error; or

b. The applicant inquired of a proper authority and was told that the payment was correct.

#### **1-14. Additional factors for consideration in determining hardship**

a. Repayment will cause hardship because of excessive monthly expenses due to the following:

(1) Living in a high cost area.

(2) Living apart from family members because of military orders.

(3) Number and age of family members.

(4) Medical and dental bills that cannot be reimbursed.

(5) Other unusual expenses.

b. Expenses caused by living standards that are too high or by mishandling of funds are not a basis for a hardship case.

## **Chapter 2**

### **The Soldier's Role in the Preparation of Applications**

#### **2-1. How to apply**

Soldiers, with the help of their immediate commanders (para 3-1), will complete an original and four copies of DA Form 3508-R. The soldier will keep one copy for his or her records and submit the remainder to the commander. DA Form 3508-R will be reproduced locally on 8 1/2 by 11 inch paper and printed front and back. A copy for local reproduction is at the end of the regulation.

#### **2-2. Examples of indebtedness to the U.S. Army**

Any debt to the U.S. Army may be considered for remission or cancellation unless precluded by paragraphs 1-8, 1-9, and 1-11b. Examples of debts (DA Form 3508-R, item 13) that may be considered for remission or cancellation are as follows:

a. Basic allowance for quarters (BAQ).

b. Basic allowance for subsistence (BAS).

c. Cost of living allowance (COLA).

d. Family separation allowance (FSA).

e. Variable housing allowance (VHA).

f. Overseas housing allowance (OHA).

g. Excess leave.

h. Household goods (HHG).

i. Hold baggage.

j. Dependent travel.

k. Mobile home.

- l. Temporary duty (TDY).
- m. Temporary lodging allowance (TLA).
- n. Miscalculation of pay entry basic date (PEBD).
- o. Foreign duty pay (FDP).
- p. Hostile fire or imminent danger pay.
- q. Flight pay.
- r. Parachute pay.
- s. Special duty assignment pay.
- t. Proficiency pay (PROFP).
- u. Enlistment bonus (EB).
- v. Regular reenlistment bonus (RRB).
- w. Selective reenlistment bonus (SRB).
- x. Liability as a result of a report of survey.

### 2-3. Basis for application

a. *Hardship and Injustice.* If claiming both hardship and injustice, fill out all sections of the DA Form 3508-R. Enter "NA" for items that do not apply.

b. *Hardship.* If hardship only is claimed under DA Form 3508-R, item 15, fill out all items on the form. In section VII, include any unusual factors or obligations that could help prove that repayment would cause hardship.

(1) When claiming hardship, failure to fill out all sections of DA Form 3508-R will result in the application being returned for completion.

(2) When claiming hardship, refusal to fill out all sections of the form will result in the application being returned without action.

c. *Injustice.* If claiming injustice only, fill out sections I, VII, and VIII of the DA Form 3508-R.

### 2-4. Enclosures to applications

Include the following forms as enclosures. Send the form current at the time of the debt.

a. *Required enclosures.* Attach the following to DA Form 3508-R:

(1) Applicant's DA Form 2823 (Sworn Statement), (See para 2-6).

(2) A clear copy of the soldier's latest Defense Finance and Accounting Service Military Leave and Earnings Statement.

(3) Documents that disclose cause, reason, category, amount, and inclusive period of indebtedness, such as:

(a) DD Form 139 (Pay Adjustment Authorization).

(b) Forms sent to the soldier by Defense Finance and Accounting Service (for example, Adjustment Authorization and/or Information for Replies to Rebuttals).

(c) DA Form 4697 (Department of the Army Report of Survey).

(d) DD Form 362 (Statement of Charges/Cash Collection Voucher).

(e) TRANSOPS Letter Subject: Household Goods Pay Adjustment.

(4) Statements from persons knowing the circumstances of the debt, if needed.

(5) If needed, statements from reliable individuals having information on the debt indicating that approval would be in the best interests of the US Government and/or that collection would create hardship. Reasons must be fully explained.

(6) Any other evidence to support the case, if needed.

b. *Additional enclosures.* Attach the following:

(1) If the debt to the U.S. Army is caused by allotment overpayment.

(a) Copies of all authorizations (DD Form 2558 Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel, and DD Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay) completed during the period of indebtedness.

(b) Copies of Defense Finance and Accounting Service Military Leave and Earnings Statement for the entire period of the indebtedness to the U.S. Army.

(2) If the debt to the U.S. Army is caused by excess weight of household goods. (Send only those forms that apply.)

- (a) DD Form 1701 (Inventory of Household Goods).
- (b) DD Form 1797 (Personal Property Counseling Checklist).
- (c) DD Form 1299 (Application for Shipment and/or storage of Personal Property).
- (d) DD Form 619 (Statement of Accessorial Services Performed).
- (e) DD Form 619-1 (Statement of Accessorial Services Performed (SIT Delivery and Reweigh)).
- (f) DD Form 1750 (Packing List).
- (g) SF 1103 (US Government Bill of Lading-Original).
- (h) DD Form 1671 (Reweigh of Personal Property).
- (i) DD Form 1907 (Signature and Tally Record).
- (j) DD Form 1162-1 (Schedule of Services and Rates for household Goods) and DD Form 1162-3 (Basic Agreement for Storage of Household Goods and Related Services).
- (k) DD Form 1100 (Household Goods Storage Record).
- (l) Other forms that apply.

(3) If the debt is caused by transportation of household goods under the Do-It-Yourself (DITY) Moving Program. (Send only those forms that apply.)

(a) DD Form 1299 (Application for Shipment and/or Storage of Personal Property).

(b) DD Form 1155 (Order for Supplies or Services).

(c) DD Form 1351-2 (Travel Voucher or Subvoucher).

(d) Other forms that apply.

(4) If the debt is caused by an erroneous payment or an overpayment. (Send only those forms that apply.)

(a) DD Forms 4/1 through 4/5 (Enlistment/Reenlistment Document-Armed Forces of the United States).

(b) DA Form 3286-17, Part VI (Statements for Enlistment-US Army Cash Bonus Enlistment Option).

(c) DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes).

(d) DFAS Form 702 (Defense Finance and Accounting Service Military Leave and Earnings Statement) for the month(s) of erroneous payment or over payment.

(e) DA Form 2522-R (Reenlistment Bonus Inquiry).

(f) DA Form 3339-R (Request for Extension of Current Period of Active Duty). (Form is now obsolete.)

(g) DD Form 3340-R-E (Request for Reenlistment or Extension in the Regular Army).

(h) DD Form 214 (Certificate of Release or Discharge from Active Duty).

(i) DD Form 1343 (Notification of Change in Service Member's Official Records).

(j) DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, USC, Section 1552).

(k) DD Form 137 (Application for Basic Allowance for Quarters for Members with Dependents).

(l) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowances for Quarters (BAQ) and/or Variable Housing Allowance (VHA)).

(m) DD Form 137-3 (Service Member Parent's Dependency Affidavit).

(n) DD Form 884 (Application for Transportation for Dependents).

(o) DD Form 1475 (Basic Allowance for Subsistence-Certification).

(p) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).

(q) Other forms that apply.

### 2-5. Documents not immediately available

Funds collected before the commander signs item 50 of the DA Form 3508-R will not be returned or canceled under the authority of this regulation. Therefore, do not delay sending the application to obtain the necessary documents (para 2-4). Instead, provide a list of the missing documents in the sworn statement and the approximate date they will be sent (para 2-6). Normally, final action will not be taken until the required documents are received.

## 2-6. Sworn statement

The applicant must submit a detailed sworn statement on DA Form 2823. If the form is not available, submit a written statement that has been countersigned by an officer having notary powers (10 USC 936 and UCMJ, Art 136) or by a notary public. The statement must include the following:

- a. Circumstance. Include cause and reason for the debt to the U.S. Army.
- b. Period involved.
- c. Date of discovery.
- d. Information about official notification of the debt to the U.S. Army—how, when and who informed the soldier.
- e. Suspicion or knowledge of error.
- f. Whom the soldier informed of the error or suspicion of error.
- g. Efforts made to have the error corrected (f above).
- h. Efforts made to have the error corrected after notice of collection began.
- i. Evidence to support efforts to correct the cause of debt.
- j. Reason for delay (if any) in correcting error.
- k. A full explanation concerning the use of the erroneous funds. Were they safeguarded or spent?
  - l. If injustice is claimed, an explanation for the claim.
  - m. If hardship is claimed, an explanation of the problems that repayment would cause.
  - n. A complete list of the attached enclosures (para 2-4).
  - o. A complete list of missing documents and the approximate date they will be sent (para 2-5).

## Chapter 3 Administrative Procedures for Processing Applications

### 3-1. Immediate commander

The immediate commander will assist the soldier in applying under the regulation most advantageous to the soldier (this regulation or AR 37-104-4, Chapter 32). Before asking for personal information, the commander will tell the soldier of the "Data Required by the Privacy Act of 1974." (See top of DA Form 3508-R.) The commander will—

- a. Help the soldier prepare the application.
- b. Make sure that the facts are complete and accurate. When necessary, he or she will do the following:
  - (1) Ask the DAO/FAO or United States Property and Fiscal Officer (USPFO), battalion PAC and/or PSB to explain the events that surround the debt to the U.S. Army.
  - (2) Confirm statements made by the soldier.
  - (3) Obtain statements or documentation from officials or agencies to support allegations made by the soldier.
- c. Make sure that—
  - (1) The sworn statement is detailed and contains all data required in paragraph 2-6.
  - (2) All sections of DA Form 3508-R have been completed if hardship has been claimed.
  - (3) "NA" is entered on DA Form 3508-R where appropriate.
  - (4) Financial data is substantiated.
  - (5) Item 50 of the DA Form 3508-R is completed. The commander must sign and date the application.
  - (6) The required documents are attached. (See para 2-4.)
- (a) Request that the battalion PAC, PSB and the DAO/FAO provide documents from the soldier's Leave and Earnings Statement (LES), and documents from the Master Military Pay Account (MMPA) that may relate to the case.
- (b) Request that the ARNG State Headquarters and the USPFO attach documents to the case that are not at the unit but available at the State Headquarters or the USPFO.
- (c) Request that the transportation officer (TO) provide related documents from the files if the case pertains to travel or transportation allowances.

- d. Evaluate the application and all the evidence.
- e. Recommend approval, in whole or in part, or disapproval in a formal memorandum. Reasons will be provided for the recommendation and other information as follows:

- (1) State how remission or cancellation would or would not serve the best interests of the US Government.
- (2) State the effect on the soldier's ability to discharge credit obligations and to provide for family members, if any.
- (3) Point out items that cannot be confirmed.
- (4) Show if the soldier—
  - (a) Is at fault for being in debt to the U.S. Army.
  - (b) Could have prevented the debt to the U.S. Army.
  - (c) Could have been aware of the Army's policy in this area in view of past or present MOS, rank, years of service, or prior experience.
  - (d) Acted properly in trying to correct the error.
  - (e) Acted in good faith.
- (5) State the amount of training the Active Army or AGR has invested in the soldier.
- (6) State briefly if the soldier's retention in the Army or AGR is desirable. If not, give reasons.
- (7) State the help that he or she gave the soldier in alleviating his or her debts to the U.S. Army.
- (8) Briefly describe the soldier's efficiency and conduct. Include any major items of record, good or bad.
- (9) Recommend that collection be suspended or that DAO/FAO continue to withhold monies from the soldier's pay. (See paras 1-11b(1) and 3-5.)
- f. Send the original and three copies of the formal memorandum, with enclosures (see figure 3-1(encl 2)), to the following:
  - (1) The commander exercising special court-martial jurisdiction if the soldier is Active Duty Army.
  - (2) The ARNG next higher field grade commander, if the soldier is ARNG on inactive duty training or active duty for training.
  - g. Advise DAO/FAO or USPFO about events that occurred after submitting the application that could affect the case. Information will be furnished on the following:
    - (1) Reassignment.
    - (2) Promotion or reduction in grade.
    - (3) Reenlistment, extension of term of service, or approval of retention beyond expiration term of service (ETS).
    - (4) Administrative or punitive action that may result in separation before the scheduled date.
    - (5) Any other major factor that may affect the final decision.

### 3-2. Commanders having special court-martial jurisdiction or Army National Guard next higher field grade commander

These commanders will—

- a. Review the application to ensure that the case is complete and documented. (See para 3-1.)
- b. Return the case to the immediate commander if it is incomplete and not documented with a brief description of the data required.
- c. Evaluate the application and all the evidence.
- d. Recommend in an endorsement that the debt to the U.S. Army be approved, in whole or in part, or that it be disapproved. Reasons will be given for the recommendation.
- e. Send the original and two copies of the application to the servicing DAO/FAO or USPFO.

### 3-3. Defense Accounting Officer/Finance and Accounting Officer or United States Property and Fiscal Officer

The DAO/FAO or USPFO will—

- a. Provide technical assistance to the commander upon request.
- b. Attach any additional documents that may affect the case. (See para 3-1c(6).)
- c. Ensure that the required documents are included in the application. (See para 2-4.)
  - (1) Attach pay-related data that the immediate commander did



not have. Return it by endorsement to the immediate commander if it could affect the case.

(2) Ensure that the document stating amount, cause, reason, and inclusive period of indebtedness explains the cause of the debt. This document must clearly state the reason for nonentitlement to pay or allowance.

d. Review the commander's recommendations concerning suspension or withholding of pay. If both commanders and DAO/FAO/USPFO agree to continue withholding pay, fill out items 51 and 52 on DA Form 3508-R, and go to paragraph 3-3f. If all concur to stop withholding the soldier's pay, take the following actions:

(1) Stop collection as of the date the commander signed the application.

(2) Recredit amounts collected after that date.

(3) Advise the soldier and the immediate commander that the pay status is pending final decision by PERSCOM.

(4) Fill out items 51 and 52 of DA Form 3508-R.

(5) Go to paragraph 3-3f.

e. Complete items 51 and 52 on DA Form 3508-R and immediately transmit by facsimile with return facsimile number for 48 hour response to PERSCOM, FAX Number, DSN 221-4706, Commercial (703) 325-4706 when-

(1) The DAO/FAO or USPFO rules that the interests of the US Government could not be adequately protected because of the soldier's remaining service obligation (5 USC 5514).

(2) The matter cannot be resolved between the DAO/FAO or USPFO, the immediate commander, and the commander having special court-martial jurisdiction or ARNG next higher field grade commander.

f. Send an original and one copy of the application to Commander, U.S. Total Army Personnel Command, 2461 Eisenhower Ave., ATTN: TAPC-EPC-S, ALEX VA 22331-0455. In the endorsement to provide the following:

(1) Date the soldier was notified of the debt to the U.S. Army.

(2) Date the debt to the U.S. Army was entered for collection.

(3) Accounting and Disbursing station number (ADSN) and the Defense Switched Network (DSN) number of the active duty soldier's servicing DAO/FAO.

(4) The DJMS-RC input station number and the DSN number of the ARNG soldier's USPFO, if applicable.

(5) Comment on any allegations concerning finance and accounting procedures.

(6) Recommend approval, in whole or in part, or disapproval. State reasons. Provide information to support the recommendation.

(7) Include report of investigation under AR 15-6, if applicable.

g. Advise PERSCOM of events that occurred after submitting the application that could affect the case. (See para 3-1g.)

h. When the application is submitted within 30 days of the soldier's separation either from Active Duty or the ARNG, utilize the following Facsimile number: DSN 221-4706 COMM (703) 325-4706, to send the completed application, including DA Form 3508-R, to PERSCOM with return facsimile number for 48 hour response.

i. Attach a copy of the DA Form 3508-R to the original adjustment authorization when made by DFAS. They will be returned to DFAS-IN under AR 37-104-4, Chapter 32. j. Collect the remaining debt if final action on the application has not been received by the date of separation from active duty or ARNG (5 USC 5514: DODFMR, table 50-6 and para 5001, volume 7A;) and AR 37-104-4, Chapter 32.

### **3-4. Finance and Accounting Officer, Battalion Personnel Administration Center or Personnel Service Battalions**

Upon discovering a debt that may be remitted based solely on injustice for a group of ten or more enlisted soldiers in their area of responsibility, Finance and Accounting Officer, Battalion PAC or Personnel Service Battalion will —

a. Confirm the debt.

b. Ensure collection of the debt is stopped until a final decision is made.

c. Notify commander exercising control over all soldiers whose pay account is affected.

d. Provide roster with soldier's names, SSNs and amounts owed with memorandum requesting blanket remission for commander's signature.

e. Forward request through servicing DAO/FAO to CG, PERSCOM with an explanation of incorrect payment and justification for remission or cancellation based on injustice.

### **3-5. Collection and proration pending final action on application**

a. Monies for a debt to the U.S. Army must be repaid by the end of the expected period of active duty (5 USC 5514) or term of service. If repayment can be made, the following actions will be taken:

(1) Stop collection as of the date the immediate commander signs the application (received by memorandum) unless the soldier desires otherwise.

(2) Recredit to the soldier's account any amounts collected on or after that date.

b. Determine if section 5514 of title 5, USC, is a factor and if the soldier intends to extend the term of service or reenlist (DA Form 3508-R, item 6). If so, he or she may request partial or total collection during the new enlistment if full collection of the debt to the U.S. Army before separation would-

(1) Require total or nearly total withholding of final pay.

(2) Cause hardship.

c. Determine whether or not it is possible to pay the debt to the U.S. Army in full before the end of the expected period of active duty or term of service. If not, the commander should direct the DAO/FAO or USPFO to prorate the debt by withholding the sum from the soldier's pay. Amounts withheld after the commander signs the application will be refunded to the soldier if the debt is remitted or canceled. The amount remitted or canceled is that which is proper as determined by the Secretary of the Army or his or her designee.

d. Following is an example of debt proration: The soldier states that he or she does not intend to reenlist or extend the term of service or that he or she is undecided (DA Form 3508-R, item 6). The debt owed is \$1,000.08 and the ETS is in 12 months. Monthly expenses subtracted from monthly income leave a balance of \$150.00 (DA Form 3508-R, item 45c). Monthly expenses seem reasonable. The soldier has no other available funds (DA Form 3508-R, item 40). A collection of the minimum amount over the maximum period of time (\$1,000.08 divided by 12 months) equals \$83.34. This amount withheld each month should not cause hardship to the soldier or family members. However, it will ensure payment of the debt to the U.S. Army by the end of the expected period of active duty or term of service. If the debt to the U.S. Army is remitted or canceled, any amount paid will be refunded to the soldier.

e. Coordinate with the DAO/FAO or USPFO to reduce the amount withheld each pay period if the withholding of a soldier's pay causes hardship. If an agreement cannot be reached, the request will be faxed to CG, PERSCOM. (See para 3-3e)

### **3-6. Notification and disposition of final action**

CG, PERSCOM, will inform the servicing DAO/FAO or USPFO, in writing, of the final decision on the application. The DAO/FAO or USPFO will—

a. Adjust the soldier's pay account (AR 37-104-4, Chapter 32) when he or she receives notice of final action from PERSCOM.

(1) If all items are approved, the DAO/FAO or USPFO will credit the soldier's pay account with any amount withheld after the date the application was signed by the commander.

(2) If the application is disapproved or is approved for partial remission, the DAO/FAO or USPFO will begin or reinstate collection. Reinstated collection will include the amounts withheld. If a refund is due because of partial remission or cancellation, the amount will be returned.

(3) Collection of amounts withheld normally will not be further

suspended even if soldier further appeals to the Army Board for Correction of Military Records. If hardship would result, paragraph 3-5 applies.

*b.* Send a copy of the decision to the soldier, through the chain of command, with appropriate information included as follows:

- (1) The status of the collection.
- (2) The amount of pay withheld (if any) to be refunded to the soldier.
- (3) When the refund (if any) may be expected.

*c.* Send the following to Commander, DFAS, Denver CO 80279-7000.

(1) The original decision. This is proof of any repayment or for the renewal of collections (AR 37-104-4 , Chap 32).

(2) The document that disclosed cause, reason, category, amount, and inclusive period of indebtedness to the U.S. Army, such as the DD Form 139.

*d.* File a copy of the decision in the soldier's personnel file or send to the soldier's ARNG unit for filing in personnel file as a permanent record.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers.(Cited in para 3-3f(7).)

#### **AR 15-185**

Army Board for Correction of Military Records.(Cited in para 1-11d(1) and 3-6a(3).)

#### **AR 37-104-4**

Military Pay and Allowances Policy and Procedures - Active Component.(Cited in para 1-1, 1-6e and f, 1-11c and d(1), 3-1, 3-3i, and j and 3-7a, c and i.)

#### **AR 735-5**

Policies and Procedures for Property Accountability.(Cited in para 1-4b, 1-6g, 1-7, and 1-11e.)

#### **UCMJ**

Uniform Code of Military Justice.(Cited in para 1-8a and 2-6.)

### **Section II Related Publications**

#### **Title 10; USC 4837**

Settlement of Accounts; Deduction for Pay;

#### **Title 32; USC 710**

Report of Survey;

#### **Title 10; USC 2774**

Claims for Overpayment of Pay and Allowances, Other than Travel and Transportation Allowance;

#### **Title 10; USC 936**

Authority to Administer Oaths and to Act as Notary;

#### **Title 5; US 5514**

Installment Deduction for Indebtedness Because of Erroneous Payment;

### **Section III Prescribed Forms**

#### **DA Form 3508-R**

Application for Remission or Cancellation of Indebtedness.  
(Prescribed in para 1-11.)

### **Section IV Referenced Forms**

#### **DA Form 1506**

Statement of Service for Computation of Length of Service for Pay Purposes

#### **DA Form 2522-R**

Reenlistment Bonus Inquiry

#### **DA Form 2823**

Sworn Statement

#### **DA Form 3286-17**

Statements for Enlistment-US Army Cash Bonus Enlistment Option

#### **DA Form 3340-R**

Request for Reenlistment or Extension in the Regular Army

#### **DA Form 4697**

Department of the Army Report of Survey

#### **DA Form 5960**

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance

#### **DD Form 4/1 – 4/5 Series**

Enlistment/Reenlistment Document-Armed Forces of the United States

#### **DD Form 137**

Application for Basic Allowance for Quarters for Members with Dependents

#### **DD Form 137-3**

Services Member Parent's Dependency Affidavit

#### **DD Form 139**

Pay Adjustment Authorization

#### **DD Form 149**

Application for Correction of Military Record Under the Provisions of Title 10, USC, Section 1552

#### **DD Form 214**

Certificate of Release or Discharge form Active Duty

#### **DD Form 362**

Statement of Charges/Cash Collection Voucher

#### **DD Form 619**

Statement of Accessorial Services Performed

#### **DD Form 619-1**

Statement of Accessorial Services Performed (SIT Delivery and Reweigh)

#### **DD Form 884**

Application for Transportation for Dependents

#### **DD Form 1100**

Household goods Storage record

#### **DD Form 1155**

Order for Supplies or Services

#### **DD Form 1162-1**

Schedule of services and Rates for Household goods

#### **DD Form 1162-3**

Basic Agreement for Storage of Household Goods and Related Services

#### **DD Form 1299**

Application for Shipment and/or Storage of Personal Property

#### **DD Form 1343**

Notification of Change in Service Member's Official Records

#### **DD Form 1351-2**

Travel Voucher or Subvoucher

#### **DD Form 1475**

Basic allowance for Subsistence Certification

#### **DD Form 1561**

Statement to Substantiate Payment of Family Separation Allowance

#### **DD Form 1671**

Reweigh of Personal Property

#### **DD Form 1701**

Inventory of Household Goods

**DD Form 1750**

Packing List

**DD Form 1797**

Personal Property counseling Checklist

**DD Form 1907**

Signature and Tally Record

**Appendix B  
MANAGEMENT CONTROL REVIEW CHECKLIST**

**B-1. Function.**

The function covered by this checklist is: Notification of indebtedness and processing of applications for remission or cancellation of indebtedness.

**B-2. Purpose.**

The purpose of this checklist is to assist soldier's commander, soldier's Special Courts Martial Convening Authority (SPCMCA), soldier's Defense Accounting Office/Finance and Accounting Office (DAO/FAO), and Special Actions Branch, EPMD, PERSCOM in evaluating their key management controls. It is not intended to cover all controls.

**B-3. Instructions.**

Answer must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

**B-4. Test questions.**

*a.* Did the soldier attempt to resolve indebtedness with DAO/FAO prior to processing application?

Response YES/NO/NA

Remarks

*b.* If DAO/FAO did not resolve indebtedness, did soldier submit application IAW para 1-11 and para 2-1, AR 600-4?

Response YES/NO/NA

Remarks

*c.* Did soldier read and understand AR 600-4, specifically Chapter 2, regarding his responsibilities in processing application?

Response YES/NO/NA

Remarks

*d.* Did soldier complete blocks 1-49, DA Form 3508-R and sign the application IAW Chapter 2, AR 600-4?

Response YES/NO/NA

Remarks

*e.* Did soldier forward the application to his commander and keep a file copy for his records IAW para 2-1, AR 600-4?

Response YES/NO/NA

Remarks

*f.* Did soldier submit application for a debt which was not contained in para 2-2 and precluded by paragraph 1-8, 1-9, and 1-11b, AR 600-4?

Response YES/NO/NA

Remarks

*g.* Did soldier utilize correct form (DA Form 3508-R) for submission IAW para 2-1, AR 600-4?

Response YES/NO/NA

Remarks

*h.* Did soldier submit sworn statement IAW para 2-6, AR 600-4?

Response YES/NO/NA

Remarks

*i.* Did soldier provide required and additional proper enclosures to support and substantiate application IAW para 2-4, AR 600-4?

Response YES/NO/NA

Remarks

*j.* Did soldier delay submission of supporting documents and explain why they were not available in his sworn statement IAW para 2-5, AR 600-4?

Response YES/NO/NA

Remarks

*k.* Does soldier understand the definitions of hardship and injustice as outlined in para 1-13 and 1-14 and the glossary, AR 600-4?

Response YES/NO/NA

Remarks

*l.* Did the soldier request assistance from his immediate commander and DAO/FAO IAW para 2-1, AR 600-4?

Response YES/NO/NA

Remarks

*m.* Did they provide it IAW para 2-1, 3-1, and 3-3, AR 600-4?

Response YES/NO/NA

Remarks

*n.* Has the immediate commander read AR 600-4 and understand his responsibilities in Chapter 3?

Response YES/NO/NA

Remarks

*o.* Did the commander assist the soldier IAW para 3-1a, AR 600-4?

Response YES/NO/NA

Remarks

*p.* Did the commander verify facts were complete and accurate IAW para 3-1b, AR 600-4?

Response YES/NO/NA

Remarks

*q.* Did the commander ensure that all actions in para 3-1c, AR 600-4 were taken?

Response YES/NO/NA

Remarks

*r.* Did the commander evaluate the application and all the evidence on the application IAW para 3-1d, AR 600-4?

Response YES/NO/NA

Remarks

*s.* Did the commander accomplish recommendation and all actions outlined in para 3-1e, AR 600-4?

Response YES/NO/NA

Remarks

*t.* Did the commander sign in block 50, DA Form 3508-R after verification of application?

Response YES/NO/NA

Remarks

*u.* Did the commander inform DAO/FAO or USPFO of any other information that would affect application IAW para 3-1g, AR 600-4?

Response YES/NO/NA

Remarks

*v.* Does commander have a system to periodically check on status of application?

Response YES/NO/NA

Remarks

*w.* Did the commander forward the application IAW para 3-1f, AR 600-4?

Response YES/NO/NA

Remarks

*x.* Did soldier meet suspense date from DAO/FAO to preclude early collection prior to immediate commander's signature?

Response YES/NO/NA

Remarks

*y.* Has the SPCMCA read or been briefed on AR 600-4 and understands his responsibilities IAW para 3-2, AR 600-4?

Response YES/NO/NA

Remarks

z. Did the SPCMCA review the application IAW para 3-2a, AR 600-4?

Response YES/NO/NA

Remarks

aa. Did SPCMCA have a system to review, evaluate, and make recommendation on applications IAW para 3-2c, AR 600-4?

Response YES/NO/NA

Remarks

bb. Did the SPCMCA provide a written recommendation on the application IAW para 3-2d, AR 600-4?

Response YES/NO/NA

Remarks

cc. Did the SPCMCA approve, in part or whole, or disapprove IAW para 3-2d, AR 600-4?

Response YES/NO/NA

Remarks

dd. Did the SPCMCA forward application to DAO/FAO IAW para 3-2e, AR 600-4?

Response YES/NO/NA

Remarks

ee. Did the DAO/FAO notify the immediate commander and soldier in writing of the indebtedness of the soldier IAW para 3-3a, AR 600-4?

Response YES/NO/NA

Remarks

ff. Did the DAO/FAO provide documents to the immediate commander and the soldier that disclosed the cause, reason, category, amount, and inclusive period of indebtedness IAW para 2-4a (3), 2-4b and 3-3b, AR 600-4?

Response YES/NO/NA

Remarks

gg. Did the DAO/FAO documents provided in writing to the immediate commander and soldier outline procedures for the soldier to provide a rebuttal/concurrence to the alleged indebtedness IAW para 3-3a, AR 600-4?

Response YES/NO/NA

Remarks

hh. Did the DAO/FAO documents provided in writing to the immediate commander and soldier outline other courses of action, such as waiver or remission/cancellation of indebtedness, in case soldiers rebuttal was not favorably considered IAW para 3-3a, AR 600-4?

Response YES/NO/NA

Remarks

ii. Did the DAO/FAO initiate a collection of indebtedness prior to notification of the immediate commander and the soldier?

Response YES/NO/NA

Remarks

jj. Did the DAO/FAO initiate a collection of indebtedness after the immediate commander and soldier failed to respond to DAO/FAO notification and suspense to clear up this matter with the DAO/FAO?

Response YES/NO/NA

Remarks

kk. Did the DAO/FAO assist the immediate commander and soldier in resolution of the indebtedness IAW para 3-3a, AR 600-4?

Response YES/NO/NA

Remarks

ll. Did the DAO/FAO review the application to include the commander's recommendation IAW AR 600-4?

Response YES/NO/NA

Remarks

mm. Did the DAO/FAO return application to the commander for further documentation and correction IAW para 3-3c, AR 600-4?

Response YES/NO/NA

Remarks

nn. Did the DAO/FAO take appropriate action regarding withholding of soldier's pay after review of commander's recommendation IAW para 3-3d, AR 600-4?

Response YES/NO/NA

Remarks

oo. Did the DAO/FAO fax every case to PERSCOM where there was a discrepancies between commander, SPCMCA, and DAO/FAO IAW para 3-3e, AR 600-4?

Response YES/NO/NA

Remarks

pp. Did the DAO/FAO stop collection, recredit soldier, or prorate collection IAW para 3-4, 3-5, and 3-6, AR 600-4?

Response YES/NO/NA

Remarks

qq. Did the DAO/FAO verify the application by completing and signing items 51 and 52 or DA Form 3508-R IAW 3-3d AR 600-4?

Response YES/NO/NA

Remarks

rr. Did the DAO/FAO forward application to PERSCOM IAW para 3-3f, AR 600-4?

Response YES/NO/NA

Remarks

ss. Did the DAO/FAO attach any additional documents or information as required IAW para 3-3f and g, AR 600-4?

Response YES/NO/NA

Remarks

tt. Upon final notification by PERSCOM, did DAO/FAO notify unit commander, soldier, USAFAC, and take appropriate action IAW para 3-7, AR 600-4?

Response YES/NO/NA

Remarks

uu. Has Public Law and Title 10, US Code 4837 been published delegating to the Secretary of the Army the authority to remit or cancel indebtedness to the US Government of enlisted soldiers?

Response YES/NO/NA

Remarks

vv. Has the Secretary of the Army delegated Commander, PERSCOM to act on his behalf in processing applications for remission or cancellation of indebtedness to the US government for enlisted soldiers and has it been updated for current commander?

Response YES/NO/NA

Remarks

ww. Has the Commander, PERSCOM further delegated this authority to Chief, Special Actions Branch and is it current?

Response YES/NO/NA

Remarks

xx. Is there a published Army Regulation?

Response YES/NO/NA

Remarks

yy. Has it been reviewed and updated as required within the last twelve months?

Response YES/NO/NA

Remarks

zz. Has every employee in the assessable unit been assigned responsibility, trained and briefed on what is expected of them?

Response YES/NO/NA

Remarks

aaa. Have management controls been developed, staffed, approved, briefed, and are they being utilized?

Response YES/NO/NA

Remarks

bbb. Has an internal SOP been developed, is it adequate, and is it being utilized?

Response YES/NO/NA

Remarks

ccc. Has an management control administrator been appointed for the assessable unit and is this updated every time a new administrator takes control of this program?

Response YES/NO/NA

Remarks

ddd. Is there a periodic management review and analysis conducted to ensure adequacy of internal controls and to ensure senior officials are kept informed?

Response YES/NO/NA

Remarks

*eee.* As new employees enter the assessable unit, are they briefed and trained in procedures outlined in the regulation, SOP, and management controls?

Response YES/NO/NA

Remarks

*fff.* Does review verify soldier was counseled and assisted in preparation of application?

Response YES/NO/NA

Remarks

*ggg.* Does review verify soldier is on active duty? A review of application, locate, and JTELS printout must be accomplished.

Response YES/NO/NA

Remarks

*hhh.* Does review verify if the soldier is close to ETS and indicates "NO" or undecided in block 6, DA Form 3508-R, and soldier will receive an honorable discharge? Verify telephonically with DAO/FAO.

Response YES/NO/NA

Remarks

*iii.* Does the application fall within the purview of 10 USC 4837 or 32 USC 710 (c) and paragraph 1-6 through 1-11, AR 600-4?

Response YES/NO/NA

Remarks

*jjj.* Does the application contain the correct forms IAW paragraph 2-1 through 2-5, AR 600-4?

Response YES/NO/NA

Remarks

*kkk.* Does the DA Form 3508-R contain the signatures of the applicant and company commander required by paragraph 2-3 and 3-1, AR 600-4?

Response YES/NO/NA

Remarks

*lll.* Does the application contain recommendation from immediate commander and special courts martial convening authority as required by paragraph 3-1 and 3-2, AR 600-4?

Response YES/NO/NA

Remarks

*mmm.* Does the application contain the DAO/FAO recommendation and signature on DA Form 3508-R as required by paragraph 3-3, AR 600-4?

Response YES/NO/NA

Remarks

*nnn.* Does the application contain a sworn statement from the applicant IAW paragraph 2-6, AR 600-4?

Response YES/NO/NA

Remarks

*ooo.* If the answer to any questions 5b through 5h is "NO", has the case been returned to the section supervisor IAW internal SOP?

Response YES/NO/NA

Remarks

*ppp.* Has the administrative reviewer established a computerized suspense log and maintained statistics IAW Branch SOP?

Response YES/NO/NA

Remarks

*qqq.* Has the administrative reviewer monitored 60 day returned application suspense log and sent a reminder to the DAO/FAO regarding status of corrective action?

Response YES/NO/NA

Remarks

*rrr.* Does the analyst understand the purpose, responsibilities, and objectives outlined in AR 600-4?

Response YES/NO/NA

Remarks

*sss.* Does the analyst understand the definitions and terms injustice and hardship outlined in para 1-12 and any additional factors which may be considered in para 1-13 and 1-14, AR 600-4?

Response YES/NO/NA

Remarks

*ttt.* Has the analyst completed the required worksheet to include

administrative information (page 1), analysis and basis for recommendation (page 2), and recommendation (page 2,3)?

Response YES/NO/NA

Remarks

*uuu.* Has the analyst consulted with the appropriate proponent regulation or office regarding the rules which caused the indebtedness prior to making a recommendation and is this documented?

Response YES/NO/NA

Remarks

*vvv.* Has the analyst made a favorable recommendation of an application which exceeds the criteria outlined in paragraphs 1-6, 1-7, 1-8, 1-9, 1-11, 1-12, 1-13, or 1-14, AR 600-4?

Response YES/NO/NA

Remarks

*www.* Has the worksheet and application been forwarded to the Branch Chief?

Response YES/NO/NA

Remarks

*xxx.* Does the Branch Chief conduct an independent analysis of the application?

Response YES/NO/NA

Remarks

*yyy.* Does the Branch Chief review administrative worksheet and analyst recommendation?

Response YES/NO/NA

Remarks

*zzz.* Does the Branch Chief consult with proponent regulation and office when a question exists regarding appropriateness of analyst's recommendation?

Response YES/NO/NA

Remarks

*aaaa.* Are Branch Chief decisions made for injustice and hardship supported by the facts and in the best interests of the government and the soldier?

Response YES/NO/NA

Remarks

*bbbb.* Does the Branch Chief review statistics weekly to ensure timely processing of applications and consistency of processing; quarterly for analysis, review and decision making, and adequacy of computer filing system?

Response YES/NO/NA

Remarks

*cccc.* Is there a system to ensure applications, upon final decision or being returned for additional information, are sent to the correct DAO/FAO?

Response YES/NO/NA

Remarks

*dddd.* Do all responses include decision, amount, administrative instruction and signature, as required IAW para 3-6, AR 600-4?

Response YES/NO/NA

Remarks

*eeee.* Are administratively incorrect applications sent to DAO/FAO for corrective action with a 60 day suspense?

Response YES/NO/NA

Remarks

*ffff.* Are follow up actions conducted at the 60 day mark to ensure DAO/FAO has received case and acted appropriately?

Response YES/NO/NA

Remarks

*gggg.* Are hard copy file copies maintained and filed?

Response YES/NO/NA

Remarks

*hhhh.* Are computer files maintained and filed?

Response YES/NO/NA

Remarks

*iiii.* Are statistics readily retrievable for review and analysis?

Response YES/NO/NA

Remarks

*jjjj.* Is review and analysis conducted quarterly?

Response YES/NO/NA

Remarks

*kkkk.* Where discrepancies are noted, has corrective action been initiated?

Response YES/NO/NA

Remarks

**B-5. Supersession. No previously published checklists.**

**B-6.** Comments. Help make this a better tool for evaluating management controls. Submit comments to Commander, U.S. Army Total Army Personnel Command, ATTN: TAPC-EPC-S, 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0455.

## Glossary

### Section I Abbreviations

#### ABCMR

Army Board for Correction of Military Records

#### ADSN

Accounting Disbursing Station Number

#### AER

Army Emergency Relief

#### AGR

Active Guard/Reserve

#### AR

Army regulation

#### ARNG

Army National Guard

#### ART

article

#### BAQ

basic allowance for quarters

#### BAS

basic allowance for subsistence

#### BASD

basic active service date

#### CDR

commander

#### CG

commanding general

#### COLA

cost-of-living allowance

#### DAO

Defense Accounting Officer

#### DD Form

Department of Defense form

#### DFAS

Defense Finance and Accounting Service

#### DITY

do-it-yourself

#### DJMS-RC

Defense Joint Military Pay Software-Reserve Component

#### DMOS

duty military occupational specialty

#### DODFMR

Department of Defense Financial Management Regulation

#### DSN

Defense Switched Network

#### EB

enlistment bonus

#### ETS

expiration term of service

#### FAO

finance and accounting officer

#### FDP

foreign duty pay

#### FICA

Federal Insurance Contributions Act

#### FSA

family separation allowance

#### HHG

household goods

#### HQDA

Headquarters, Department of the Army

#### LES

Defense Finance and Accounting Service military leave and earnings statement

#### MI

middle initial

#### MOS

military occupational specialty

#### MMPA

master military pay account

#### MPRJ

Military Personnel Records Jacket, US Army

#### NA

not applicable

#### NGR

National Guard regulation

#### No

number

#### OHA

Overseas Housing Allowance

#### PAC

Personnel Administration Center

#### PEBD

pay entry basic date

#### PERSCOM

United States Total Army Personnel Command

#### PMOS

primary military occupational specialty

#### PSB

Personnel Service Battalion

#### PROFP

proficiency pay

#### RC

Reserve Components

#### RRB

regular reenlistment bonus

#### SF

standard form

#### SGLI

Servicemen's Group Life Insurance

#### SIT

statement of inventory transaction

#### SRB

selective reenlistment bonus

#### SSN

social security number

#### TDY

temporary duty

#### TLA

temporary lodging allowance

#### TO

transportation officer

#### UCMJ

Uniform Code of Military Justice

#### USC

United States Code

#### USPFO

United States Property and Fiscal Officer

#### VA

Veterans Administration

#### VHA

Variable Housing Allowance

### Section II Terms

#### Erroneous payments

A payment of pay and/or allowances to which the soldier is not entitled

#### Family member

As used in this regulation, a person who qualifies for dependency benefits under certain conditions (for example, spouse or unmarried child).

#### Hardship

Repayment that greatly affects the welfare of a soldier, his or her family members, or both, or causes them to suffer unduly.

#### Injustice

Wrongs or misrepresentation on the part of the Government that are caused by persons acting in their official capacity. For example, unentitled BAQ authorized and paid by a finance office or erroneous payment to a soldier who receives the payment in good faith,



and without fault, prior knowledge, or reason to suspect an error.

**Overpayment**

Payment that is in excess of that to which the soldier is entitled.

**Soldier**

Enlisted member.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.</specsect>

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# APPLICATION FOR REMISSION OR CANCELLATION OF INDEBTEDNESS

For use of this form, see AR 600-4; the proponent agency is ODCSPER.

Use additional blank sheet for continuation of items identifying each item by number.

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 10 USC Section 4837 and 32 USC Section 710.  
**PRINCIPAL PURPOSE:** To evaluate an application from an enlisted member for remission and cancellation of a debt to the United States.  
**ROUTINE USES:** Information provided in this form, and other supporting documentation (including message applications) serves to substantiate your request, and will be used as a basis to support recommendation for approval or disapproval. This documentation will be maintained as a part of your Personal Financial Record.  
**DISCLOSURE:** Voluntary. However, failure to supply all pertinent information may result in the request being returned without action.

INSTRUCTIONS: (Answer each question. Questions that are not applicable, state NA.)

### SECTION I

1. TO: (Complete address and telephone number of unit Cdr.)  
(Include AUTOVON number)

2. FROM:

a. NAME (Last, first, MI) \_\_\_\_\_  
b. RANK \_\_\_\_\_ c. PAY GRADE \_\_\_\_\_  
d. SOCIAL SECURITY NUMBER \_\_\_\_\_

3. SERVICE DATA

a. ETS \_\_\_\_\_ d. PMOS \_\_\_\_\_  
b. BASD \_\_\_\_\_ e. DMOS \_\_\_\_\_  
c. PEBD \_\_\_\_\_

4. PRESENT ORGANIZATION, STATION AND TELEPHONE NO. (Include AUTOVON number)

a. \_\_\_\_\_  
b. AUTOVON NO. \_\_\_\_\_

5a. STATION/UNIT WHERE DEBT INCURRED (Include the State)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. DATE DEBT INCURRED \_\_\_\_\_  
c. DSSN AT TIME DEBT INCURRED \_\_\_\_\_

6. INTEND TO

a. REENLIST ☐ YES ☐ NO  
b. EXTEND ☐ YES ☐ NO  
c. ☐ UNDECIDED

7. MARITAL STATUS

☐ MARRIED ☐ NEVER MARRIED ☐ WIDOWED ☐ DIVORCED ☐ LEGALLY SEPARATED ☐ SEPARATED

8. NAME OF SPOUSE (Last, first, MI, maiden)

9. DOES SPOUSE RESIDE WITH SOLDIER  
☐ YES ☐ NO (If no, explain)

10. IS SPOUSE IN MILITARY

☐ YES (If yes, list spouse's SSN, BASD, ETS) ☐ NO

a. SOCIAL SECURITY NUMBER \_\_\_\_\_  
b. BASD \_\_\_\_\_ c. ETS \_\_\_\_\_

11. WAS SPOUSE IN MILITARY

☐ YES (If yes, list spouse's SSN, BASD, ETS) ☐ NO

a. SOCIAL SECURITY NUMBER \_\_\_\_\_  
b. BASD \_\_\_\_\_ c. ETS \_\_\_\_\_

12. NAME OF FAMILY MEMBERS  
(Other than spouse)

RELATIONSHIP

DATE OF BIRTH

RESIDE WITH SOLDIER  
(If no, explain in item 48)

☐ YES ☐ NO  
☐ YES ☐ NO  
☐ YES ☐ NO  
☐ YES ☐ NO  
☐ YES ☐ NO

13. INITIAL AMOUNT AND CATEGORY OF INDEBTEDNESS (i.e., BAQ; BAS; FSA; COLA; SHA; HHG; EB, RRB, Report of Survey, etc.)

AMOUNT _____	CATEGORY _____
AMOUNT _____	CATEGORY _____
AMOUNT _____	CATEGORY _____
TOTAL _____	

14. DATE APPLICANT NOTIFIED OF INDEBTEDNESS

15. APPLICATION BASED ON

☐ HARDSHIP ☐ INJUSTICE ☐ BOTH

COMPLETION OF SECTION II, III, IV, V, AND VI NOT REQUIRED IF APPLICATION IS BASED ON INJUSTICE ONLY. TURN TO SECTION VII.



SECTION II - (INCOME)			DO NOT LIST ANY ONE EXPENSE IN TWO DIFFERENT LOCATIONS		
			SECTION III - (EXPENSES)		
AVERAGE MONTHLY INCOME			AVERAGE MONTHLY EXPENSES		
	HUSBAND	WIFE			
16a. MONTHLY GROSS MILITARY SALARY	\$	\$	21. RENT OR MORTGAGE PAYMENT		
16b. MONTHLY GROSS CIVILIAN SALARY	\$	\$	22. FOOD		
16c. TOTAL GROSS SALARY	\$	\$	23. TELEPHONE		
17a. DEDUCTION			24. UTILITIES		
FEDERAL, STATE, AND LOCAL INCOME TAXES	\$	\$	25. LAUNDRY		
17b. SGLI/SOLDIER'S HOME	\$	\$	26. CLOTHING		
17c. FICA	\$	\$	27. MEDICAL (Nonreimbursable)		
17d. OTHER (Specify) (Do not list allotments or debt payments - list only normal deductions)			28. CAR OPERATING EXPENSE (Gas, etc)		
			29a. CAR INSURANCE		
			b. OTHER INSURANCE - NOT INCLUDED IN 17d (Specify)		
			30. OTHER TRANSPORTATION EXPENSE (bus, train, etc.)		
17e. TOTAL DEDUCTIONS (Item 17a through 17d)	\$	\$	31. OTHER LIVING EXPENSES NOT LISTED IN SECTION IV (Specify)		
18. NET TAKE HOME PAY (Subtract item 17e from item 16c)	\$	\$	32. SUB TOTAL		
19. PENSION COMPENSATION, CHILD SUPPORT, ALIMONY, VA BENEFITS, OR OTHER INCOME (Specify)	\$	\$	33. ALLOTMENTS (Total from Section IV, item 37g)		
20. TOTAL MONTHLY NET INCOME (Item 18 plus item 19)	\$	\$	34. MONTHLY PAYMENTS ON INSTALLMENT CONTRACTS AND OTHER DEBTS (Total from Section IV, item 36f)		
			35. TOTAL MONTHLY EXPENSES (Items 32 through 34)		

SECTION IV (INSTALLMENT CONTRACT AND OTHER DEBTS)							
Show here ALL debts which you are required to pay in regular monthly installments, such as Government debt, car, television, washing machine, payments to retailers, banks, finance companies, repayment of money borrowed for any purpose, doctor bills, hospital bills, etc. DO NOT include living expenses or allotments. NOTE: If payment of a debt is not on a monthly basis, write "Q" in column f and describe arrangements in Section VII - REMARKS.							
NAME AND ADDRESS OF CREDITOR a	DATE DEBT INCURRED b	PURPOSE OF DEBT c	ORIGINAL AMOUNT OF DEBT d	UNPAID BALANCE e	AMOUNT DUE MONTHLY f	AMOUNT PAST DUE (if any) g	LIQUIDATION DATE h
36a.			\$	\$	\$	\$	
36b.			\$	\$	\$	\$	
36c.			\$	\$	\$	\$	



**SECTION IV - (Continued)**

NAME AND ADDRESS OF CREDITOR <i>a</i>	DATE DEBT INCURRED <i>b</i>	PURPOSE OF DEBT <i>c</i>	ORIGINAL AMOUNT OF DEBT <i>d</i>	UNPAID BALANCE <i>e</i>	AMOUNT DUE MONTHLY <i>f</i>	AMOUNT PAST DUE (If any) <i>g</i>	LIQUIDATION DATE <i>h*</i>
36d.			\$	\$	\$	\$	
36e.			\$	\$	\$	\$	
36f. TOTAL			\$	\$	\$	\$	

\* IF REVOLVING ACCOUNT, STATE ACTUAL DATE ACCOUNT WILL BE LIQUIDATED IF NO OTHER PURCHASES ARE MADE

(ALLOTMENTS CURRENTLY IN EFFECT)

CLASS <i>a</i>	DATE STARTED <i>b</i>	PURPOSE (i.e., car, furniture, savings) <i>c</i>	PAYEE <i>d</i>	AMOUNT <i>e</i>	ESTIMATED EXPIRATION DATE (Provide date obligation will be paid in full) <i>f</i>
37a.		SUPPORT a. b. c.		\$	
37b.		INSURANCE a. b. c.		\$	
37c.		FINANCIAL INSTITUTION (Specify - Institution and purpose) a. b. c.		\$	
37d.		OTHER (i.e., Red Cross, AER, etc.) (Specify) a. b. c.		\$	
37e. SUBTOTAL (Add 37a through 37d)				\$	
37f. PROVIDE TOTAL AMOUNT FROM 37a THROUGH 37d THAT GOES INTO SAVINGS ACCOUNT				\$	
37g. TOTAL (Subtract line 37f from 37e)				\$	





# SECTION V

## (ADDITIONAL DATA)

38a. HAVE YOU EVER DECLARED BANKRUPTCY		b. DATE DISCHARGED FROM BANKRUPTCY		c. LOCATION OF COURT (City and State)		d. DOCKET NUMBER, IF KNOWN	
39. ENLISTMENT OR REENLISTMENT BONUS. LIST EACH INCREMENT OF SRB BONUS. PROVIDE INFORMATION FOR ANY BONUS RECEIVED DURING THIS ENLISTMENT/REENLISTMENT AND ANY KNOWN AMOUNTS TO BE RECEIVED IN THE FUTURE.							
TYPE OF BONUS		AMOUNT RECEIVED	DATE(s) RECEIVED	AMOUNT TO BE RECEIVED	DATE(s)	INCREMENTS WILL BE RECEIVED	
a. EB		\$		\$			
b. SRB		\$		\$			
c. RRB		\$		\$			
d. OTHER		\$		\$			
e. TOTAL		\$		\$			
40. CASH (Items a-g: Provide total amount, not monthly amount for each category)							
a. CHECKING		\$		41. REAL ESTATE OWNED OR BEING PURCHASED (Approximate retail value)			
b. SAVINGS		\$				\$	
c. BUILDING AND LOAN		\$				\$	
d. US SAVINGS BONDS (Current value)		\$				\$	
e. OTHER BONDS (i.e. Municipal)		\$		42. PURCHASES SINCE AWARENESS OR NOTIFICATION OF INDEBTEDNESS (Specify: TV; CB; Stereo; Appliances; Furniture; Jewelry; Photographic equipment, etc. and cost.)			
f. OTHER (Specify)		\$					
g. CASH ON HAND		\$					
h. TOTAL		\$					
43. VEHICLES (List all)							
		MAKE	YEAR	MODEL	MILEAGE	DATE PURCHASED	
AUTOMOBILE							
TRUCK							
MOTOR CYCLE							
TRAILER							
CAMPER							
BOAT							
44. OTHER ASSETS (Not listed in item 43)							



**SECTION VI**

**SUMMARY**

45a. COMBINED MONTHLY INCOME (Section II, item 20)	b. COMBINED MONTHLY EXPENSES (Section III, item 35)	c. BALANCE (Subtract 45b from 45a)
TOTAL FOR APPLICANT AND SPOUSE \$	TOTAL FOR APPLICANT AND SPOUSE \$	\$
46. HOW MUCH OF THE BALANCE IN ITEM 45c CAN YOU APPLY TO YOUR DEBT TO THE US GOVERNMENT ON A MONTHLY BASIS	47. IF TOTAL MONTHLY EXPENSES EXCEED MONTHLY INCOME, HOW DO YOU PAY THE DIFFERENCE	
\$		

**SECTION VII**

**REMARKS**

48. USE THIS SPACE AND ADDITIONAL SHEETS IF NECESSARY TO SUPPLY ANY OTHER PERTINENT INFORMATION AND TO CONTINUE YOUR ANSWERS TO PREVIOUS ITEMS. INDICATE ITEM NUMBER(S) TO WHICH YOUR COMMENTS APPLY. (DO NOT USE FOR SWORN STATEMENT)



# SECTION VIII

## CERTIFICATIONS

49. I (we) AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY (our) KNOWLEDGE AND BELIEF. THE SWORN STATEMENT AND REQUIRED INCLOSURES ARE ATTACHED. (Spouse's signature is not required when application is based on injustice only).

DATE	APPLICANT'S SIGNATURE	DATE	SIGNATURE OF SPOUSE
------	-----------------------	------	---------------------

PENALTY - THE LAW PROVIDES SEVERE PENALTIES WHICH INCLUDE FINE AND IMPRISONMENT, OR BOTH FOR THE WILLFUL SUBMISSION OF ANY STATEMENT OR EVIDENCE OF A MATERIAL FACT, KNOWING IT TO BE FALSE. (18 USC 1001 provides a penalty as follows: A maximum fine of \$10,000 or maximum imprisonment of 5 years, or both.)

50. VERIFICATION BY IMMEDIATE COMMANDER OF FINANCIAL DATA

a. I have seen documentation which substantiates that the financial data is correct. ☐ YES ☐ NO ☐ NA ☐ I will ☐ have ☐ prepare(d) a military letter per para 3-1, AR 600-4.

DATE	NAME OF IMMEDIATE COMMANDER (Type or print)	SIGNATURE
------	---	-----------

## SECTION IX

FOR FAO OR USPFO USE ONLY

51. COLLECTION OF DEBT SUSPENDED ☐ YES ☐ NO

- a. AMOUNT COLLECTED PRIOR TO SUSPENSION \$ \_\_\_\_\_
- b. AMOUNT BEING COLLECTED MONTHLY \$ \_\_\_\_\_
- c. AMOUNT UNCOLLECTED DATE OF COMMANDER'S SIGNATURE (Item 50) \$ \_\_\_\_\_
- d. AMOUNT UNCOLLECTED THIS DATE \$ \_\_\_\_\_

DATE	SIGNATURE (FAO OR USPFO)
------	--------------------------

52. VERIFICATION BY FAO OR USPFO (Checklist) (All items listed below must be completed or attached, as applicable.)

- ☐ ALL APPLICABLE ITEMS OF THE APPLICATION HAVE BEEN COMPLETED.
- ☐ APPLICATION HAS BEEN SIGNED BY APPLICANT AND SPOUSE, IF APPLICABLE.
- ☐ APPLICATION HAS BEEN VERIFIED BY IMMEDIATE COMMANDER.
- ☐ APPLICANT'S SWORN STATEMENT.
- ☐ A COPY OF THE APPLICANT'S MILITARY LEAVE AND EARNINGS STATEMENT (DA Form 3886(Test)) OR MILITARY PAY VOUCHER (DA Form 2139).
- ☐ DOCUMENTS DISCLOSING CAUSE, REASON, CATEGORY, AMOUNT AND INCLUSIVE PERIOD OF INDEBTEDNESS (i.e., DD Form 139). SEE PARA 2-4a(3) FOR ADDITIONAL EXAMPLES.
- ☐ A COPY OF THE APPLICANT'S LAST PAYMENT VOUCHER FOR ANNUAL TRAINING, IF APPLICABLE.
- ☐ A COPY OF THE APPLICANT'S LAST W-2 FROM HIS OR HER FULL-TIME EMPLOYER, IF APPLICABLE.
- ☐ ADDITIONAL INCLOSURES THAT ARE APPLICABLE (i.e., copy of documentation submitted which authorized receipt of the erroneous payment). SEE PARA 2-4b, FOR ADDITIONAL EXAMPLES.
- ☐ MILITARY LETTER BY IMMEDIATE COMMANDER WITH RECOMMENDATION PER PARA 3-1.
- ☐ INDORSEMENT BY COMMANDER HAVING SPECIAL COURT-MARTIAL JURISDICTION OR ARNG NEXT HIGHER FIELD GRADE COMMANDER WITH RECOMMENDATION PER PARA 3-2.
- ☐ INDORSEMENT BY COMMANDER HAVING GENERAL COURT-MARTIAL JURISDICTION OR STATE ADJUTANT GENERAL PER PARA 3-4, IF APPLICABLE.
- ☐ INDORSEMENT BY FAO OR USPFO PER PARA 3-3.



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